

## QUALITY ASSURANCE LABORATORY AUDIT CHECKLIST

LABCKLIST Rev 0407

<b>Auditor:</b>	<b>Date:</b>
<b>Laboratory:</b>	
<b>Location:</b>	

No.	Audit Questions	TAS 301 Ref.	YES	NO
1	Is the Laboratory operating under a documented Quality Assurance Program?	3.12 6.7	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the contact information on the manual current?	6.1	<input type="checkbox"/>	<input type="checkbox"/>
3	Are the same Florida registered professional engineers listed for the lab still on staff or under contract?	6.2	<input type="checkbox"/>	<input type="checkbox"/>
4	Is independence of the professional engineers listed with the laboratory maintained?	3.4	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the testing facility still of sufficient size to accommodate all necessary test equipment to correctly conduct the testing in the scope of accreditation?	3.5	<input type="checkbox"/>	<input type="checkbox"/>
6	Are all staff positions documented in the laboratory's table of organization?	6.9	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the list of all test equipment maintained with serial numbers, and calibration due dates?	6.4	<input type="checkbox"/>	<input type="checkbox"/>
8	Is the independent calibration of equipment traceable to nationally recognized standards when appropriate?	6.5	<input type="checkbox"/>	<input type="checkbox"/>
9	Is the lab only performing tests that are covered in the scope of accreditation?	6.6	<input type="checkbox"/>	<input type="checkbox"/>
10	Is the Laboratory operating under a documented Safety Control Program?	3.12 6.8	<input type="checkbox"/>	<input type="checkbox"/>
11	Are records of relevant training, skills, and experience of the technical personnel being maintained?	3.3	<input type="checkbox"/>	<input type="checkbox"/>
12	Are records of tests performed being kept for the minimum 10 years as required?	3.10	<input type="checkbox"/>	<input type="checkbox"/>
13	Are specimen samples being kept?		<input type="checkbox"/>	<input type="checkbox"/>
14	Is the laboratory involved in remote testing, is the laboratory still capable of transporting all test equipment to the test site, and properly stow it in the facility at end of each day?	3.13	<input type="checkbox"/>	<input type="checkbox"/>
15	Are all the tests to be submitted to Miami-Dade County or State of Florida for purposes of obtaining approval being notified?		<input type="checkbox"/>	<input type="checkbox"/>

Notes: